

## Greater Lowell Youth Skating Association Bylaws

### ARTICLE I: NAME

This organization shall now be known as the Greater Lowell Youth Skating Association, Inc.(hereinafter referred to as GLYSA). It shall consist of aHOCKEY programs. The HOCKEY program shall consist of IN-HOUSE, MITE, SQUIRT, PEEWEE, BANTAM, AND MIDGET hockey teams.

A LEARN TO PLAY HOCKEY clinic shall be provided.

### ARTICLE II: OBJECTIVE

To provide ice-skating for the youth of LOWELL, DRACUT, TYNGSBORO and any other town (within the guidelines of MASSACHUSETTS/U.S.A. HOCKEY LAWS).To help defray high cost of skating for hockey. To provide skating facilities for residents of LOWELL, DRACUT, TYNGSBORO. To organize boys/girls four years to seventeen years old who reside in the town of LOWELL, DRACUT, TYNGSBORO and any town within the MASS HOCKEY BYLAWS into teams. To provide hockey instruction, to build moral character, and promote physical fitness and to provide recreational activities for the youth of LOWELL, DRACUT, and TYNGSBORO.

GLYSA is organized as a charitable Organization under Chapter 180 of the Massachusetts General Laws., for the general purpose of fostering and encouraging athletic exercises. GLYSA is also organized and shall be operated exclusively as an exempt organization under the provisions of Section 501(c) (3) of the Internal Revenue Code of 1986, as amended and as may be amended in the future.

GLYSA will not discriminate on the basis of race, color, national origin, age, sex, disability, or any other legally protected classification in the selection or in the administration of any of its programs and activities. Announcement of this policy is in accordance with state and federal laws including Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.*(Added on 10/7/2013)*

### ARTICLE III: GOVERNMENT

#### 1. Board of Directors


- a. The Board of Directors shall be the principal governing Board of Directors of the association. The Board of Directors shall be responsible for making all policy decisions and for making such reasonable rules and regulations as necessary to carry out the objectives and purposes of the association.

Roberts Rules of Order, as amended, shall govern all meetings.

- b. The Board of Directorsshall consist of thirteen (13) members. The following officers shall be included: PRESIDENT; VICE-PRESIDENT; SECRETARY; AND TREASURER. Directors shall be elected by the general association membership at an annual meeting to be held each March or April; officers will also be elected by the general association membership. However, no member can be voted as an officer unless they have served on the Board of Directors for at least a year. **No one will be allowed to vote at the General Election unless their child is registered 14 days prior to the General Election. Also, no one can run for an open position**



**on the Board of Directors unless they have filled out an application 14 days prior to the General Election.**

2. Quorum(*Added on 10/7/2013*)
  - a. At any Board of Directors meeting, a quorum of at least the President or Vice President as well as a minimum of 6 other directors must be present in order that decisions and voting made therein shall be official and binding.
3. Nominating Committee:
  - a. Within thirty (30) days following the annual meeting the President shall recommend a standing nominating committee of not less than three (3) nor more than five (5) active members, subject to the approval of the Board of Directors s. It is the responsibility of this Nomination Committee to prepare a slate of candidates for election at the annual meeting and to nominate persons to fill vacancies occurring on the Board of Directors in the interim between annual meetings. Nominations to fill vacancies are subject to a seven-thirteenths (7/13) majority vote of the existing Directors at the next regularly scheduled monthly meetings. The Nomination Committee shall also prepare the annual election ballot and count them.
4. Monthly Meetings
  - a. Regular monthly meetings shall be held at such time as the Board of Directors may determine. The President, upon the request of three (3) active members, may at any time call additional meetings. Retiring presidents can reside at board meetings for one year after retirement but will not have voting rights.
5. Elections – Director Terms
  - a. Regular terms of members of the Board of Directors selected by the general membership shall be two (2) years will  Executive Board positions will be elected for a one (1) year term.
  - b. Any elected board member must be present at 80% of all monthly meetings or may be subjected to a review by the Board of Directors. A board member subject to such a review may be removed from the board by a 2/3 vote.
  - c. The terms of all Director Positions to be filled at the annual meeting shall be specified on the ballot by the Nominating Committee.

**ARTICLE IV: DUTIES OF OFFICERS**(*As previously amended and revised on October 7, 2013*)

1. President
  - a. The President shall preside at all association meetings. They will see that all rules, policies and principles of the association are understood and observed. They will serve as Chairman of the Board of Directors. He/she will recommend committees. They will, when called upon by involved parents, have the authority to arbitrate in local matters. In the event that any officer or director is unable to perform his/her duties, the Board of Directors, with the recommendation from the President will discharge their duties or appoint a temporary replacement until a replacement has been elected.
  - b. Sign checks and make disbursement, upon the approval of the Executive Board in the absence of the Treasurer or as noted in the Financial Section of these By-Laws
  - c. Make all commitments, reservations, and contractual agreements that pertain to the Association upon approval of the Executive Board
2. Vice President
  - a. The Vice President shall preside in the absence of the president. They will serve as a Board of Directors member and carry out such duties as shall be delegated by the President. The Vice President will also act as the liaison between other board positions and the Executive Board.

3. Secretary
  - a. The Secretary shall record the minutes of the meeting and shall keep all records and correspondence and will carry out such duties and assignments as delegated by the President and serve as a member of the Board of Directors. A recording clerk may also be appointed for assistance.
  - b. The Secretary will also obtain a list of all sponsors and donors from the Treasurer and write a letter of thank you for the support to the Greater Lowell Youth Skating Association that will be signed by the President and copies sent to all parties.
  
4. Treasurer
  - a. The Treasurer shall receive all monies due the association and under the direction of the Board of Directors, will deposit and disburse the same. They will make written reports monthly to the Board. They will furnish a security bond in such amount deemed necessary by the Board of Directors. They will keep proper books and prepare any financial statements required by the federal, state, or local laws and shall perform such other duties as are usually required to their office or as may be assigned to them from time to time. The Treasurer will process delinquent dues payments, as prescribed by the Board of Directors.
  - b. Provide statements of accounts to member.
  
5. Directors
  - a. The Directors shall participate in all association meetings and functions as described in ARTICLE III. A Director can be discharged for non-compliance with responsibility outlined in ARTICLE V by majority vote of the elected Board of Directors as a duly constituted meeting.

#### **ARTICLE V: DUTIES OF DIRECTORS**

1. The Director shall be responsible for administering the overall operation of the association programs without bias, prejudice, or individual gain.
2. They shall work to promote the advancement to the standards set forth within these by-laws to the best of their ability and in the best of all youth enrolled in this association.
3. They shall accept and carry out any and all responsibilities as may be assigned for the advancement and success of the association.
4. The President shall be responsible for appointing members to (including directors) the following jobs for a one (1) year term.

##### **a. Coaching Director (*as previously amended and revised on 10/7/2013*)**

The Coaching Director shall be appointed for one (1) year. The Coaching Director must be a member of the Board. The Coaching Director will be responsible to the Board who can, by a majority vote, remove them from position due to conduct detrimental to the association. Also, the Coaching Director may remove any member from the coaching staff if they feel the need to do so, with the approval of the Board. The Coaching Director will conduct a Coaches clinic to be held prior to the start of the association year. The Coaching Director will submit the procedure for tryouts for the Board approval.

Other duties:

- (a) Act as a liaison among coaches, players, parents, and Board.
- (b) Communicate coaching certification requirements
  - a. Ensure compliance with USA Hockey Coaching requirements

- (c) Ensure the program is promoting age-specific skill development (e.g., Cross ice hockey for Mites)
  - (d) Evaluate practice sessions and provide feedback to coaches
  - (e) In conjunction with the Executive Board, oversee the placement process and recommend coaches to the Board for approval.
  - (f) Work with an evaluation Sub-Committee and be responsible for running tryouts, assembling evaluation data and recommending teams for the upcoming season.
- b. Massachusetts Hockey Representative (AKA District 10 Rep)  
The Massachusetts Hockey Representative shall be a member of the Board of Directors who shall be appointed for the one (1) year term. The Massachusetts Hockey Representative will attend all Massachusetts Hockey meetings and be the liaison between Massachusetts Hockey Representative and the Board of Directors.
- c. Equipment Manager  
The Equipment Manager shall be a member of the Board of Directors who shall be appointed for one (1) year. The Equipment Manager will be in charge of all equipment owned by the association and provide the President with a written statement at the end of each playing season on the location, condition, and inventory of all equipment. They will see that all equipment is in good working condition and take whatever steps necessary to minimize theft or pilferage of equipment. Equipment Manager will be responsible for all equipment purchases within the budget voted by the Board of Directors.
- d. Ice Scheduler  
The Ice Scheduler shall be a member of the Board of Directors who shall be appointed for one (1) year. It will be the duty of this person to distribute ice time, subject to the approval of the Board of Directors.
- e. League Representative  
The League Representative shall be a member of the Board of Directors who shall be appointed or one (1) year. It will be the duty of this individual to attend all league meetings and be the liaison between the Valley League and Greater Lowell Youth Skating Association.
- f. Website Administrator(*As previously amended and revised on 10/7/2013*)  
The Website Administrator shall be appointed member of the Board of Directors and can appoint assistants as required to perform the following duties:
  - i) Publish information on the website as requested
  - ii) Responsible for all publications to association members, including flyers and fundraising notices.
- g. Registrar(*As previously amended and revised on 10/7/2013*)  
The Registrar will maintain a roster of all participating youths in the Hockey program. They will handle all insurance matters and provide names, addresses, and rosters when required by MASS HOCKEY and USA HOCKEY.

**ARTICLE VI: INDEMNIFICATION OF DIRECTORS AND OFFICERS**(*Added on 10/7/2013*)

Each director and officer of GLYSA shall be indemnified GLYSA against all expenses, except as stated below, reasonably incurred by him/her in connection with any action, suit or proceedings to which he shall be made a party, or with which he shall be threatened by reason of his being or having been a director or officer of GLYSA, whether or not he continues to be a director or officer at the time of incurring such expenses. The expenses covered by the foregoing indemnity shall not include any (a) expenses incurred in connection with any

matters as to which such director or officer shall be adjudicated from such action, suit or proceeding without such judgment being reversed, to be liable by reason of his having been guilty of willful misconduct in the performance of his duty as such director or officer or (b) amounts paid by such director or officer in settlement of any such action, suit, or proceeding or expenses incurred in connection with any matters which shall have been the subject to such action, suit or proceeding disposed of otherwise than by adjudication on the merits, unless in relation to such action, suit or proceeding of such matters, such director or officer has not been guilty of willful misconduct in performance of his duty as such director or officer and as to whether or not a director or officer has been guilty of willful misconduct in relation to such action, suit or proceeding or other matters, the Board of Directors and each director may conclusively rely upon the opinion of such counsel as approved by the Board of Directors. As used in the paragraph, the terms "director" and "officer" include their respective heirs, executors, and administrators. The foregoing right of indemnification shall be in addition to any rights to which any director or officer may otherwise be entitled as a matter of law.

## **ARTICLE VII: MEMBERSHIP**

General membership of the association will include the parents or legal guardians of any registered children and coaches. General members will have full voting rights at the annual meeting and in by-law changes.

The Board of Directors, by majority vote, at any duly constituted meeting shall have the authority to suspend any member whose conduct is considered detrimental to the best interest of the association. Upon substantial evidence of misconduct of any member/child, the Board of Directors shall have the power to suspend or revoke the member/child right to further participation, by majority vote. In the event a member/child is caught stealing, the PRESIDENT will have the authority to revoke the member/child right to further participation. Appeals can be made to the Board of Directors. A majority vote of the Board can restore full privileges to any suspended member/child.

## **ARTICLE VIII: FINANCIAL POLICY** *(as previously amended and revised on 10/7/2013)*

All income shall be placed in a common association treasury. Disbursements of funds shall be authorized by the Board of Directors of the association.

### **1. Fiscal Management**



- a. The Executive Committee, consisting of the Organization's Officers, President, Vice President, Secretary, and Treasurer, shall prepare and the Board shall adopt prior to June 30, an estimated annual budget for the upcoming Hockey Season (the "Annual Budget"). Included in this Annual Budget shall be the following:
  - i. the estimated cost of operating the Organization for the Hockey Season; and
  - ii. the projected revenues for the Organization for the Hockey Season, including an estimated annual tuition payment for each player participating in the Organization's Programs during the next Hockey Season and a proposed fundraising goal for the next Hockey Season.
2. The President and the Treasurer have the power to expend the Organization's funds, provided such expenditures are consistent with the Annual Budget and other motions approved by the Board. The Treasurer shall report on expenditures made by the Organization to the Board at each regularly scheduled Board meeting.
3. The books and accounts of the Organization shall be kept under the direction of the Treasurer. At the request of any Director, the Treasurer shall produce for review the books and financial records of the Organization within seven days of the request.
4. At the close of each Fiscal Year, the books and records of the Organization shall be examined, reviewed and, if requested by a majority of the Board, audited by an independent audit by a certified public accountant of the Board's choosing. The President of the Organization shall cause the Treasurer to annually prepare a full and correct statement of the financial affairs of the Organization

for the preceding Hockey Season, which upon completion shall be submitted to the Board and thereupon placed in the official records.

## 2. Expenditures

- a. The GREATER LOWELL YOUTH SKATING ASSOCIATION will have 2 designated Board Members, typically the President and Treasurer, to sign checks for the organization.
- b. Receipts are required for all expenses to be reimbursed.
- c. The Board of Directors must approve any expenditure that exceeds 15% of the approved budget for the specific project or item and will require the signature of both designated signers.
- d. Any non-budgeted items less than \$500 must be approved by both of the authorized signers prior to the expenditure being made.
- e. Any non-budgeted item over \$500 must be approved by majority vote of the Board of Directors prior to the expenditure being made.
- f. Checks for reimbursement to a board member must be signed by an authorized signer other than the person whom the check is payable to.

## 3. Dues Collections

- a. Preliminary dues amounts will be established and communicated at the spring tryouts.
- b. Final dues amounts and schedules will be established by the Board of Directors following the receipt of ice contract cost and league costs for the upcoming season. If the amounts or schedule differ from the preliminary figures, these changes will be communicated by the Board of Directors to the members.
- c. Eligibility and application of dues credits, family discounts and goalie credits will be documented on the website.
- d. All dues must be paid in full prior to registration and participation in tryouts unless a promissory note has been signed and approved by the President and Treasurer.
- e. **Payment Plan Policy (voted and approved by the Board of Directors on April 7, 2014)** 
  - i. **Option 1: \$250 Non- Refundable Registration fee paid in Spring. Full Payment received by September 1<sup>st</sup>**
  - ii. **Option 2: \$250 Non-Refundable Registration fee paid in Spring. 4 payments of 25% balance due paid on June 1, September 1, November 1, February 1** 
    - (i) **Board will review economic hardship requests for different payment plans on an individual basis. Requests must be made in writing to the Board of Director**

## 4. Dues Refunds

- a. Requests for Refund Due to Player Withdrawal
  - i. All requests for refunds must be submitted to the Treasurer of GLYSA in writing
  - ii. The tryout fee is a non-refundable and non-transferable fee.
  - iii. If a player withdraws from GLYSA prior to September 1 of the current season, then any dues paid for that season (exclusive of the tryout fee) will be refunded.
  - iv. If a player withdraws from GLYSA between September 1 and December 1 of the current season, they may request a refund for dues paid and that request will be considered by the Board of Directors.
  - v. If a player withdraws from GLYSA on or after December 1 of the current season, they will not be entitled to any refund.
- b. Requests for Refunds Due to Illness or Injury
  - i. All requests for refunds must be submitted to the Treasurer of GLYSA in writing
  - ii. Only players who are unable to participate in all hockey activities (practices and games) for a minimum of 8 consecutive weeks are eligible to request a refund.
  - iii. All requests for refunds due to illness and injury must be accompanied by a signed doctor's note which indicates how long the player will be unable to participate.

- iv. The actual refund will be calculated once the player returns to playing. If the illness or injury is season-ending, the refund will be calculated upon submission of the doctor's note verifying that the injury will prohibit the player from playing for the remainder of the season.
- v. The actual pro-rated refund will be calculated by taking the total dues for that player less the tryout fee and any discounts and dividing by the number of weeks in the season (typically 35). This figure will be multiplied by the number of weeks the player is not able to participate. Only paid dues will be considered for refund.
- c. Requests for Refunds Due to Suspension
  - Dues shall not be pro-rated or refunded for the period of any suspension.

**ARTICLE VIII: RULES** *(As previously amended and revised on 10/7/2013)*

1. The Board of Directors shall appoint a BY-LAWS Committee to adopt local playing rules and membership guidelines. New rules and guidelines adopted are to be distributed to all managers, instructors, coaches, and general membership.
2. The maximum requirement as to age shall be set forth in the rules of Massachusetts Hockey.
3. It is the responsibility of the coach of each team to see that all players on his team shall play an equitable amount of time in each game.
4. *Adopted at the April 11, 2002 General Meeting:* Greater Lowell Youth Hockey serves the towns of Dracut, Lowell, and Tyngsboro. Players from other communities may apply for a waiver from their home programs to play in the Greater Lowell Youth Hockey program.
5. Any player from another community who has consistently participated in Greater Lowell Youth Hockey prior to the passing of Rule #4 at the April 11, 2002 General Meeting, shall be exempt from that rule and shall be placed according to tryout results.
6. *Adopted at the 2/9/06 meeting:* by-law changes may be done at any regularly scheduled board meeting provided that a notice of intention has been posted and communicated to the general voting member's 14-days prior to the meeting.
7. *Adopted at the 11/4/2013 meeting:* voting on board issues can be done via email on urgent issues as opposed to waiting for the next board meeting.

**ARTICLE IX: TEAMS AND COACHES** *(As previously amended and revised on 10/7/2013)*

**1. Certifications and Background Checks**

- a. GLYSA Coaches, Team Managers and on-ice practice volunteers will have a CORI background check in accordance with Mass Hockey requirements
  - i. All rostered GLYSA Coaches will complete training and obtain certification for their respective positions in accordance with Mass Hockey requirements

**2. Code of Conduct**

- a. Code of Conduct pledges will be signed annually by the all players, coaches, and parents/guardians of a team's player.

**3. Coaching**

- a. All GLYSA Coaches shall be USA Hockey Registered
- b. All GLYSA Coaches shall be certified and CORI background checked in accordance with Section 1
- c. All rostered GLYSA Head Coaches and Assistant Coaches will be recommended by the Coaching Director and approved by the Board of Directors prior to the beginning of the season.

**4. Team Roster Limits**

- a. Target sizes for travel Teams will be established by the Board of Directors factoring both player/team management and financial considerations. Each team shall consist of at least ten (10) skaters but no more than fifteen (15) and two (2) goal tenders. Optimal team size is

defined as being thirteen (13) skaters and two (2) goalies. Goalies may be full time or part time.

i. Alternate Player Policy

1. This policy will apply to the 2013 / 2014 season and will be reevaluated by the Board of Directors on an annual basis
  2. Alternate players will be allowed to play on GLYSA Travel Teams under the following conditions;
    - a. Requests for alternate player status must be submitted in writing by a parent or guardian using the GLYSA registration process
    - b. Requests will only be considered if the Team's permanent roster is equal to or greater than (13) skaters.
    - c. Each Team may only have a maximum of two alternate players on the roster
    - d. Special circumstances can be considered, reviewed and voted on by the Board of Directors on an individual basis.
    - e. Alternates will be eligible for tournaments at the Head Coaches discretion.
  3. Players whose registration request is approved will be added to the Team roster and will be offered the following consideration
    - a. Alternate players will commit to paying 50% of the Team's prescribed dues for the season and payment will follow the same terms and conditions of full time players
    - b. Alternate players will be eligible to attend all of the Team's scheduled practices and invited to participate in games at the Coach's discretion as long as an equivalent number of full time players are absent from that game.
  4. An alternate player that wishes to play full time, may do so at any time during the season provided that there is room on the roster (less than 15 skaters ) and the request is submitted prior to the roster deadline
  5. In the event that an alternate player moves to full time status, roster adjustments may be considered
  6. Alternate players that are approved to move to full time status will be billed for the full dues
- b. Players will not be added to existing or proposed GLYSA Travel Team rosters unless there are less than 13 skaters and less than 2 goalies
- c. Player registrations will be accepted up to November 15 for all travel team rosters. A player who registers after the cut-off date for a travel level team must obtain approval of the Executive Board in order to be placed on a team roster. The Coaching Director, in cooperation with the Executive Board, and the head coach shall determine the suitability of adding a player to a respective level and/or team.
- i. Players added to the travel rosters with Executive Board Approval will be evaluated for placement as follows:
1. Coaching Director and at least two other Head Coaches and one Executive Board Member will observe the players at a minimum of one practice or scrimmage game.
  2. The Coaching Director will match the new player(s) to a comparable player on the current roster and will recommend team assignments to the Board of Directors and Head Coach.

**5. Team Selection/Tryouts**

- a. Player evaluations will be held in the spring for all teams.



- b. Player evaluations will consist of at least 80 minutes ice sessions to evaluate player's skills and will include drills and scrimmages.
- c. No team selections will be announced until reviewed and approved by the Executive Board. At such time the results shall be posted.
- d. Evaluators will make their evaluations on a record provided by GLYSA based only on the player's assigned numbers. No evaluator shall have a list of corresponding names. All evaluation records must be turned in to the representative indicated by the Executive Board at the conclusion of each tryout.
- e. Players shall be selected by their skill, and no player will be guaranteed a position on a team regardless if a player were on said team in the preceding year.
- f. Players injured prior to tryout time or sick during tryouts, and unable to participate in player evaluations, will be placed on a team no higher than the B team until the upcoming season's evaluation/placement period. Players who did not participate in the tryouts will be evaluated during the fall evaluation/placement period and parity round.
- g. During initial team formation, preliminary team sizes will be established based on the number of registered players for the coming year. If there is more than one team at a given level, the lower level teams will typically be staffed with a higher number of players than the higher level teams to facilitate potential early season roster adjustments.
- h. At the beginning of the season, during the Parity Round, the Coaching Director, with the cooperation of the Executive Board and the Head Coaches, will reset team sizes based on player registration changes that have occurred.
  - i. The Executive Board will approve all roster changes.

**ARTICLE X: PLAY RULES***(As previously amended and revised on 10/7/2013)*

1. All players will play at their proper age level as specified by USA/Massachusetts Hockey Rules unless receiving approval from the Executive Board.
2. All players on a team will receive equal playing time as is reasonably possible. This ruling will be in effect for all games, including play-offs, state tournaments, and other tournaments – the exception being in the final two (2) minutes of play. Players not conforming to team or game rules may lose playing time as administered by the head coach.
3. While new ice is being made, no one will be permitted on the ice surface, in the doorways, hanging over, or sitting on the boards.
4. All hockey players must wear helmets at ALL times.
5. All coaches and referees must wear helmets when skating on the ice.
6. Players on all levels are required to use mouth guards.